



UNIT COMMANDER'S FINANCE REPORT

**A GUIDE FOR COMMANDERS
AND FIRST SERGEANTS**

**266th Finance Command
Schwetzingen, Germany**

Note to Commanders and First Sergeants from CDR, 266th FINCOM

As a Commander, you are responsible for the financial readiness of your Soldiers. You can improve your financial readiness by reviewing and taking action on the monthly Unit Commander's Finance Report (UCFR).

This guide is a valuable tool for you when reviewing your UCFR. It is not a comprehensive document, but rather a guide that will focus you toward the most important items of information on your UCFR.

I urge you to use the UCFR to the maximum extent by reviewing it, making annotations on it, and attaching supporting documents to it. Once turned in, your work will be rewarded as you see your requested transactions input into the system without extra work done by your Soldiers or your Personnel Services Center (PSC). The UCFR is your direct access to fixing pay issues for your Soldiers. It bypasses the regular finance PSC transmittal system on items that you, or your First Sergeant determine need immediate attention. I urge you to make the most of this tool, carefully review your UCFR, and help your Soldiers by alerting us to pay changes your Soldiers need.

I would like to offer you assistance at any time should you have a question during your UCFR review process. Your local finance office will gladly sit down with you and walk you through a UCFR review. Simply call and set up an appointment to learn about how you can make this tool work for you.

Please take advantage of this opportunity to ensure your Soldiers' financial readiness.

First In Finance Support!

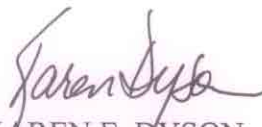

KAREN E. DYSON
COL, FC
Commanding

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Introduction

The Unit Commander's Finance Report (UCFR) is the most important tool a commander has to monitor and evaluate his/her Soldiers' finance data. By thoroughly reviewing and certifying it monthly, the commander can drastically reduce the amount of pay inquiries and stabilize each Soldier's pay.

The process of reviewing and certifying the report takes approximately a 1/2 hour to 1 hour per month and is a wise time investment for Commanders and First Sergeants. This relatively short commitment each month can end up saving immeasurable frustration and headache. It will also greatly reduce the amount of time Soldiers and leaders miss training events to handle pay-related problems.

Please utilize this guide as a reference when you review your UCFR monthly - it will remind you of the most important areas and will actually save you time by referring to it. If while reviewing your UCFR you have a question, don't hesitate to call finance to get an interpretation. The section on "Common UCFR Problems" should be particularly useful to you during your review.

Background information is provided at the beginning of this guide to lay the foundation for your knowledge of the UCFR. Definitions and terms are explained to ensure you understand the basics which the UCFR revolves around.

Because the UCFR review process ties closely to the LES distribution process, that process has been included in this guide as well. Commanders and First Sergeants oftentimes do not understand that entire process. Scan that section so you can be updated on current procedures and gain insight into each agency's role.

Please keep your original certified UCFR for at least one year. This will assist you in maintaining unit records (CIP inspection item) and also in tracking UCFR corrections.

Leadership emphasis is critical throughout the UCFR process. Finance pledges to make every effort to pay Soldiers accurately and timely. Your assistance is needed in this endeavor.

"The burdens on unit commanders are many; however, those commanders who use the UCFR properly generally receive the best pay support for their Soldiers. We must impress upon all commanders that the UCFR is a critical leadership tool that results in better care for their Soldiers and better stewardship of our military personnel dollars."

Ronald H. Griffith
General, U.S. Army
Vice Chief of Staff

Definitions

AAA-162:	A report the PSC generates which lists all Soldiers assigned to the unit. Used to compare with the UCFR to ensure all Soldiers are listed.
Certification (UCFR):	The unit commander must sign the UCFR each month which completes the whole UCFR process. (See Review (UCFR) and Suspense Date.)
End-of-Month Cutoff:	The end date to submit transactions that will be input in time to be effective by end-of-month (usually the 20th of the month).
LES:	The leave and earnings statement which Soldiers receive each month. (DMO prints all LESs)
LES Request Form:	A local form which the PAC fills out following their UCFR/AAA-162 scrub which lists the Soldiers for which an LES is still needed.
LES Distro Meeting:	LES Distribution meeting occurs monthly and is where the LESs, UCFRs, and Finance Newsletters are turned over to the PACs for distribution to unit commanders.
Mid-Month Cutoff:	The end date to submit transactions that will be input in time to be effective by mid-month (usually the 5th of the month).
NPA:	Net Pay Advices are the mid-month pay stubs which show the mid-month pay amount and the bank to which the amount was deposited.
PACIDN:	The code in the finance computer system which denotes the exact unit to which the Soldier is assigned. This code is critical to the UCFR process.
Processing Section:	The section within finance which processes the military pay transactions and all UCFR annotations. Also responsible for hosting LES meetings.
Review (UCFR):	The process the unit commander undergoes each month upon receipt of the UCFR - commander checks for inclusion of all Soldiers and that Soldiers are receiving proper entitlements for their current status.
Supporting Document:	Any document required to support a pay change. (Simply attach a copy to the signed copy of the submitted UCFR.)
Suspense Date (UCFR):	Always the 10th of the month for the previous month's UCFR.
UCFR:	Unit Commanders Finance Report. The unit commander's most critical document in the tracking and correction of Soldier pay accounts.
MyPay Web Site:	Web Site available for soldiers to make changes to their pay and to view and print Leave and Earnings Statements and W2's. http://www.dfas.mil/mypay

LES / NPA / UCFR

Leave and Earnings Statement:

- * All Soldiers receive one monthly either from their unit or by printing off of the MyPay web site:
<http://www.dfas.mil/mypay>
- * Should be in the hands of the Soldier by payday
- * Use utmost care when distributing
- * Return unneeded LES' to finance office
- * Information is covered by the Privacy Act
- * CDRs/ISGs can review if desired

Net Pay Advice:

- * Soldiers with mid-month pay receive NPA monthly
- * Should be in the hands of the Soldier by payday
- * Only shows pay amount & bank account info
(Not an entitlement summary)
- * Use utmost care when distributing
- * Information is covered by the Privacy Act
- * CDRs/ISGs can review if desired

Unit Commander's Finance Report

- * Commanders receive one each month
- * Ensure all Soldiers assigned are listed
- * Check Soldier entitlements
- * Annotate changes and attach supporting / substantiating documents
- * Sign and return to finance office

LES Distribution Process

LES' are extremely important to Soldiers and their families. Therefore, it is critical that each agency in the LES Distribution Process does its part to ensure that LES' reach the Soldiers in an efficient and timely manner. The LES information is generated by the finance computer system and the information is downloaded by the local finance office from Denver, CO, USA. We print the LES' and distribute them to the PSCs at our monthly LES distribution meeting. Thus, the LES' go from Finance to the PSC to the unit to the Soldier. Soldiers who elect to turn off their hard copy LES, will still receive one, as that function is currently not in operation. The MyPay web site offers soldiers the option of looking at their LES online as well as the options of printing or saving their LES. MyPay maintains a 12 month LES history that the soldier can view.

The documents involved in this process are shown below:

UNIT NAME
EOM ??? 20??
UCFR CERTIFICATION

SUSPENSE: 10 ??? 0?

[illegible]

UNIT NAME
LES' NEEDED
EOM ????'0?

[illegible]

AGE	NAME	SSAN	STATUS	NET PAY	AGMTS	MAN	MAN	OPT	LV BAL	DEB	INCR	PAY	ETS	OSA	COLA	RET 15
E3	BROWN FRED	123456789	ON STATION	759.18	86.00	QTR	OFF	CHCK	25.5		YES	070809				MC3
G1	CARROLL ED	897654321	ON STATION	1,034.56	336.00	WTO	OFF	CHCK	19.5							1 MC3
B4	DAVIS JULIA	120987654	ON STATION	731.04	57.10	QTR	OFF	CHCK	16.5	175.81		080803				MC1
E4	GARCIA FRANK	81275645	ON STATION	897.85	507.50	MAN	OFF	CHCK	28.5	861.90		090424				B/C
O6	HILL GREG	123456876	ON STATION	634.87 DM	62.00	QTR	OFF	CHCK	76.5							B/C
E2	JONES TIMOT	987651234	ON STATION	618.15	199.00	MAN	OFF	CHCK	0.5			070701				B/C
E8	MILLER CUST	564372819	ON STATION	1,805.88	398.11	WTO	OFF	CHCK	36.0			080229	9			MC1
E16	REILLING TH	08478261	ON STATION	1,551.70	400.00	QTR	OFF	CHCK	23.0	678.80						W/O
W2	SMITH JOSEPH	123456789	ON STATION	2,101.23	142.00	QTR	OFF	CHCK	10.0							B/C
E1	THOMPSON MC	123456789	ON STATION	610.32	33.56	RED	OFF	CHCK	12.5			070331				MC2

Suspense Sheet

LES Request Form

UCFR

The agencies that are involved in the process are:

The Local Finance Office

Unit PSCs (S1s / PSNCOs)

Commanders / 1SGs

Each agency's responsibilities is detailed in the next few pages of this guide. All of these agencies must work together toward a common goal - all Soldiers receiving accurate pay and allowances on time every month.

If you do not understand a procedure or step in the process, please take the time to call either the PSC or finance to get an explanation. Understanding the procedures is important to ensuring the success of the entire process.

PSC Responsibilities

The primary responsibility of the PSC is to facilitate the transfer of the LESs from the local finance office to each company level unit. The PSC should perform its required tasks as quickly as possible so that the LESs and UCFR can be distributed to the companies as soon as possible.

The main action required at the PSC level is to compare the LESs received from finance with the unit's AAA-162 Roster to ensure that all assigned Soldiers receive an LES. It is critical that this review occurs every month at the LES distribution meeting so that prompt action can be taken.

Currently the UCFR does not show which Soldiers have turned off their hard copy LES. This is an issue that is being addressed through DFAS to avoid unnecessarily requesting and printing these LESs.

PSC Procedures:

- 1. Attend the monthly LES Distribution Meeting.**
- 2. Review the LESs received with the AAA-162 Roster.**
- 3. Complete the LES Request form as necessary for any missing LESs.**

This form is available at Finance for all PSCs. The PSC representative should write down the names and SSNs of Soldiers assigned to the unit but for whom there is not an LES present. Finance will use this form to both provide the LES to the Soldier (see below) and also to make input into the finance system so that the Soldier does receive an LES next month.

- 4. Turn in the LES Request form to the finance rep prior to leaving LES distro.**
- 5. Return to finance the day following LES distro for all requested LESs.**
- 6. Insert these LESs into the proper packets for distribution to the units.**
- 7. Distribute all LESs to the units.** LESs should be given to the Company Commanders or First Sergeants as soon as possible as there is no reason for the PSC to hold them for any length of time.
(LESs received in error (not in the unit) should NOT be thrown away. They should be returned to finance so they can be rerouted to the Soldier or research can be done to ascertain the status of that Soldier.)

Commanders and First Sergeants have the most important responsibility in the whole LES Distribution Process. **They must ensure that the LES' get into the hands of their Soldiers.** Thus, it is very important that an actual hand-off occur from the PSC representative to a representative within the command. **LES' should never be put in distribution or mail.** Once received from the PSC, the LES' should be broken down however necessary (e.g. by company, platoon, detachment, section, etc.) and promptly distributed to the Soldiers. Again, a physical hand-off should occur each time the LES' are passed through channels to the Soldier. Commanders and/or First Sergeants may elect to do a quick screening of each LES, but there is no need to do an in-depth analysis of each LES as all the critical information is provided on the Unit Commander's Finance Report (UCFR). This is the report that the command will fully analyze to monitor finance data and discover possible problems.

When the command receives the UCFR from the PSC it should contain the following items in this order:

ADON: ****		DATE: *****		PAGE: 001												
Privacy Notice - This report may contain data regulated by the privacy act of 1974 (Public Law 93-579). Adequate safeguards must be applied to the handling and use of such information																
Unit Commander's Financial Report. UIC:*****																
GR	Name	SSAN	STATUS	NET PAY	ALMTS	BAN	BAS	OPT	IV	Bst	BAL DUE US	INCN PAY	ETS	CHA	COLA	C/M ART 15
E5	BROWN FREE	123456789	ON STATION	759.18	86.00	QTR	STD	CHEK	29.5			YES	070809			MD2
O1	CAMPBELL DE	987654321	ON STATION	1,034.56	536.00	W/D	OFF	CHEK	15.5					1		MD3
E4	DAVIS JULIA	192837465	ON STATION	733.04	57.16	QTR	STD	CHEK	14.5		175.03		050503			MD1
E4	GARCIA FRANK	918273645	ON STATION	897.85	507.50	REB	STD	CHEK	28.5		861.00		060424			B/C
O6	HILL GREG	123456789	ON STATION	4524.67	60.00	QTR	OFF	CHEK	75.5							MD3
E2	JONES TIMOT	897654321	ON STATION	416.15	199.00	REB	STD	CHEK	8.5				070701			B/C
E9	KILLER CORY	546378915	ON STATION	1,005.68	208.21	W/D	STD	CHEK	36.0				080229	0		B/C
O3E	PHILLIPS TN	564738291	ON STATION	1,551.70	400.00	QTR	OFF	CHEK	23.5		679.60					MD1
W2	SMITH JAMES	123456789	ON STATION	2,101.23	102.00	QTR	OFF	CHEK	10.0							MD2
E3	THOMPSON MI	123456789	ON STATION	610.22	34.50	REB	STD	CHEK	12.5				070331			B/C

(1 per Soldier)

UCFR

LES

The suspense date to return the UCFR to your servicing finance offices is the 10th of each month. The UCFR review process is covered in depth later in this guide. By this time in the process, you should have an LES for every Soldier in your unit as the PSC performed a review with finance representatives at the LES Distribution Meeting (See PSC Responsibilities).

If you feel that the PSC is not living up to its responsibilities in this process, then you should contact the S1 and attempt to resolve the problem.

If finance can be of any assistance to you at any stage of this process, please call.

UCFR Review Procedures

Q3 2019	Q3 2018	Q3 2017	Q3 2016	Q3 2015	Q3 2014	Q3 2013	Q3 2012	Q3 2011	Q3 2010	Q3 2009	Q3 2008	Q3 2007	Q3 2006	Q3 2005	Q3 2004	Q3 2003	Q3 2002	Q3 2001	Q3 2000	Q3 1999	Q3 1998	Q3 1997	Q3 1996	Q3 1995	Q3 1994	Q3 1993	Q3 1992	Q3 1991	Q3 1990	Q3 1989	Q3 1988	Q3 1987	Q3 1986	Q3 1985	Q3 1984	Q3 1983	Q3 1982	Q3 1981	Q3 1980	Q3 1979	Q3 1978	Q3 1977	Q3 1976	Q3 1975	Q3 1974	Q3 1973	Q3 1972	Q3 1971	Q3 1970	Q3 1969	Q3 1968	Q3 1967	Q3 1966	Q3 1965	Q3 1964	Q3 1963	Q3 1962	Q3 1961	Q3 1960	Q3 1959	Q3 1958	Q3 1957	Q3 1956	Q3 1955	Q3 1954	Q3 1953	Q3 1952	Q3 1951	Q3 1950	Q3 1949	Q3 1948	Q3 1947	Q3 1946	Q3 1945	Q3 1944	Q3 1943	Q3 1942	Q3 1941	Q3 1940	Q3 1939	Q3 1938	Q3 1937	Q3 1936	Q3 1935	Q3 1934	Q3 1933	Q3 1932	Q3 1931	Q3 1930	Q3 1929	Q3 1928	Q3 1927	Q3 1926	Q3 1925	Q3 1924	Q3 1923	Q3 1922	Q3 1921	Q3 1920	Q3 1919	Q3 1918	Q3 1917	Q3 1916	Q3 1915	Q3 1914	Q3 1913	Q3 1912	Q3 1911	Q3 1910	Q3 1909	Q3 1908	Q3 1907	Q3 1906	Q3 1905	Q3 1904	Q3 1903	Q3 1902	Q3 1901	Q3 1900	Q3 1899	Q3 1898	Q3 1897	Q3 1896	Q3 1895	Q3 1894	Q3 1893	Q3 1892	Q3 1891	Q3 1890	Q3 1889	Q3 1888	Q3 1887	Q3 1886	Q3 1885	Q3 1884	Q3 1883	Q3 1882	Q3 1881	Q3 1880	Q3 1879	Q3 1878	Q3 1877	Q3 1876	Q3 1875	Q3 1874	Q3 1873	Q3 1872	Q3 1871	Q3 1870	Q3 1869	Q3 1868	Q3 1867	Q3 1866	Q3 1865	Q3 1864	Q3 1863	Q3 1862	Q3 1861	Q3 1860	Q3 1859	Q3 1858	Q3 1857	Q3 1856	Q3 1855	Q3 1854	Q3 1853	Q3 1852	Q3 1851	Q3 1850	Q3 1849	Q3 1848	Q3 1847	Q3 1846	Q3 1845	Q3 1844	Q3 1843	Q3 1842	Q3 1841	Q3 1840	Q3 1839	Q3 1838	Q3 1837	Q3 1836	Q3 1835	Q3 1834	Q3 1833	Q3 1832	Q3 1831	Q3 1830	Q3 1829	Q3 1828	Q3 1827	Q3 1826	Q3 1825	Q3 1824	Q3 1823	Q3 1822	Q3 1821	Q3 1820	Q3 1819	Q3 1818	Q3 1817	Q3 1816	Q3 1815	Q3 1814	Q3 1813	Q3 1812	Q3 1811	Q3 1810	Q3 1809	Q3 1808	Q3 1807	Q3 1806	Q3 1805	Q3 1804	Q3 1803	Q3 1802	Q3 1801	Q3 1800	Q3 1799	Q3 1798	Q3 1797	Q3 1796	Q3 1795	Q3 1794	Q3 1793	Q3 1792	Q3 1791	Q3 1790	Q3 1789	Q3 1788	Q3 1787	Q3 1786	Q3 1785	Q3 1784	Q3 1783	Q3 1782	Q3 1781	Q3 1780	Q3 1779	Q3 1778	Q3 1777	Q3 1776	Q3 1775	Q3 1774	Q3 1773	Q3 1772	Q3 1771	Q3 1770	Q3 1769	Q3 1768	Q3 1767	Q3 1766	Q3 1765	Q3 1764	Q3 1763	Q3 1762	Q3 1761	Q3 1760	Q3 1759	Q3 1758	Q3 1757	Q3 1756	Q3 1755	Q3 1754	Q3 1753	Q3 1752	Q3 1751	Q3 1750	Q3 1749	Q3 1748	Q3 1747	Q3 1746	Q3 1745	Q3 1744	Q3 1743	Q3 1742	Q3 1741	Q3 1740	Q3 1739	Q3 1738	Q3 1737	Q3 1736	Q3 1735	Q3 1734	Q3 1733	Q3 1732	Q3 1731	Q3 1730	Q3 1729	Q3 1728	Q3 1727	Q3 1726	Q3 1725	Q3 1724	Q3 1723	Q3 1722	Q3 1721	Q3 1720	Q3 1719	Q3 1718	Q3 1717	Q3 1716	Q3 1715	Q3 1714	Q3 1713	Q3 1712	Q3 1711	Q3 1710	Q3 1709	Q3 1708	Q3 1707	Q3 1706	Q3 1705	Q3 1704	Q3 1703	Q3 1702	Q3 1701	Q3 1700	Q3 1699	Q3 1698	Q3 1697	Q3 1696	Q3 1695	Q3 1694	Q3 1693	Q3 1692	Q3 1691	Q3 1690	Q3 1689	Q3 1688	Q3 1687	Q3 1686	Q3 1685	Q3 1684	Q3 1683	Q3 1682	Q3 1681	Q3 1680	Q3 1679	Q3 1678	Q3 1677	Q3 1676	Q3 1675	Q3 1674	Q3 1673	Q3 1672	Q3 1671	Q3 1670	Q3 1669	Q3 1668	Q3 1667	Q3 1666	Q3 1665	Q3 1664	Q3 1663	Q3 1662	Q3 1661	Q3 1660	Q3 1659	Q3 1658	Q3 1657	Q3 1656	Q3 1655	Q3 1654	Q3 1653	Q3 1652	Q3 1651	Q3 1650	Q3 1649	Q3 1648	Q3 1647	Q3 1646	Q3 1645	Q3 1644	Q3 1643	Q3 1642	Q3 1641	Q3 1640	Q3 1639	Q3 1638	Q3 1637	Q3 1636	Q3 1635	Q3 1634	Q3 1633	Q3 1632	Q3 1631	Q3 1630	Q3 1629	Q3 1628	Q3 1627	Q3 1626	Q3 1625	Q3 1624	Q3 1623	Q3 1622	Q3 1621	Q3 1620	Q3 1619	Q3 1618	Q3 1617	Q3 1616	Q3 1615	Q3 1614	Q3 1613	Q3 1612	Q3 1611	Q3 1610	Q3 1609	Q3 1608	Q3 1607	Q3 1606	Q3 1605	Q3 1604	Q3 1603	Q3 1602	Q3 1601	Q3 1600	Q3 1599	Q3 1598	Q3 1597	Q3 1596	Q3 1595	Q3 1594	Q3 1593	Q3 1592	Q3 1591	Q3 1590	Q3 1589	Q3 1588	Q3 1587	Q3 1586	Q3 1585	Q3 1584	Q3 1583	Q3 1582	Q3 1581	Q3 1580	Q3 1579	Q3 1578	Q3 1577	Q3 1576	Q3 1575	Q3 1574	Q3 1573	Q3 1572	Q3 1571	Q3 1570	Q3 1569	Q3 1568	Q3 1567	Q3 1566	Q3 1565	Q3 1564	Q3 1563	Q3 1562	Q3 1561	Q3 1560	Q3 1559	Q3 1558	Q3 1557	Q3 1556	Q3 1555	Q3 1554	Q3 1553	Q3 1552	Q3 1551	Q3 1550	Q3 1549	Q3 1548	Q3 1547	Q3 1546	Q3 1545	Q3 1544	Q3 1543	Q3 1542	Q3 1541	Q3 1540	Q3 1539	Q3 1538	Q3 1537	Q3 1536	Q3 1535	Q3 1534	Q3 1533	Q3 1532	Q3 1531	Q3 1530	Q3 1529	Q3 1528	Q3 1527	Q3 1526	Q3 1525	Q3 1524	Q3 1523	Q3 1522	Q3 1521	Q3 1520	Q3 1519	Q3 1518	Q3 1517	Q3 1516	Q3 1515	Q3 1514	Q3 1513	Q3 1512	Q3 1511	Q3 1510	Q3 1509	Q3 1508	Q3 1507	Q3 1506	Q3 1505	Q3 1504	Q3 1503	Q3 1502	Q3 1501	Q3 1500	Q3 1499	Q3 1498	Q3 1497	Q3 1496	Q3 1495	Q3 1494	Q3 1493	Q3 1492	Q3 1491	Q3 1490	Q3 1489	Q3 1488	Q3 1487	Q3 1486	Q3 1485	Q3 1484	Q3 1483	Q3 1482	Q3 1481	Q3 1480	Q3 1479	Q3 1478	Q3 1477	Q3 1476	Q3 1475	Q3 1474	Q3 1473	Q3 1472	Q3 1471	Q3 1470	Q3 1469	Q3 1468	Q3 1467	Q3 1466	Q3 1465	Q3 1464	Q3 1463	Q3 1462	Q3 1461	Q3 1460	Q3 1459	Q3 1458	Q3 1457	Q3 1456	Q3 1455	Q3 1454	Q3 1453	Q3 1452	Q3 1451	Q3 1450	Q3 1449	Q3 1448	Q3 1447	Q3 1446	Q3 1445	Q3 1444	Q3 1443	Q3 1442	Q3 1441	Q3 1440	Q3 1439	Q3 1438	Q3 1437	Q3 1436	Q3 1435	Q3 1434	Q3 1433	Q3 1432	Q3 1431	Q3 1430	Q3 1429	Q3 1428	Q3 1427	Q3 1426	Q3 1425	Q3 1424	Q3 1423	Q3 1422	Q3 1421	Q3 1420	Q3 1419	Q3 1418	Q3 1417	Q3 1416	Q3 1415	Q3 1414	Q3 1413	Q3 1412	Q3 1411	Q3 1410	Q3 1409	Q3 1408	Q3 1407	Q3 1406	Q3 1405	Q3 1404	Q3 1403	Q3 1402	Q3 1401	Q3 1400	Q3 1399	Q3 1398	Q3 1397	Q3 1396	Q3 1395	Q3 1394	Q3 1393	Q3 1392	Q3 1391	Q3 1390	Q3 1389	Q3 1388	Q3 1387	Q3 1386	Q3 1385	Q3 1384	Q3 1383	Q3 1382	Q3 1381	Q3 1380	Q3 1379	Q3 1378	Q3 1377	Q3 1376	Q3 1375	Q3 1374	Q3 1373	Q3 1372	Q3 1371	Q3 1370	Q3 1369	Q3 1368	Q3 1367	Q3 1366	Q3 1365	Q3 1364	Q3 1363	Q3 1362	Q3 1361	Q3 1360	Q3 1359	Q3 1358	Q3 1357	Q3 1356	Q3 1355	Q3 1354	Q3 1353	Q3 1352	Q3 1351	Q3 1350	Q3 1349	Q3 1348	Q3 1347	Q3 1346	Q3 1345	Q3 1344	Q3 1343	Q3 1342	Q3 1341	Q3 1340	Q3 1339	Q3 1338	Q3 1337	Q3 1336	Q3 1335	Q3 1334	Q3 1333	Q3 1332	Q3 1331	Q3 1330	Q3 1329	Q3 1328	Q3 1327	Q3 1326	Q3 1325	Q3 1324	Q3 1323	Q3 1322	Q3 1321	Q3 1320	Q3 1319	Q3 1318	Q3 1317	Q3 1316	Q3 1315	Q3 1314	Q3 1313	Q3 1312	Q3 1311	Q3 1310	Q3 1309	Q3 1308	Q3 1307	Q3 1306	Q3 1305	Q3 1304	Q3 1303	Q3 1302	Q3 1301	Q3 1300	Q3 1299	Q3 1298	Q3 1297	Q3 1296	Q3 1295	Q3 1294	Q3 1293	Q3 1292	Q3 1291	Q3 1290	Q3 1289	Q3 1288	Q3 1287	Q3 1286	Q3 1285	Q3 1284	Q3 1283	Q3 1282	Q3 1281	Q3 1280	Q3 1279	Q3 1278	Q3 1277	Q3 1276	Q3 1275	Q3 1274	Q3 1273	Q3 1272	Q3 1271	Q3 1270	Q3 1269	Q3 1268	Q3 1267	Q3 1266	Q3 1265	Q3 1264	Q3 1263	Q3 1262	Q3 1261	Q3 1260	Q3 1259	Q3 1258	Q3 1257	Q3 1256	Q3 1255	Q3 1254	Q3 1253	Q3 1252	Q3 1251	Q3 1250	Q3 1249	Q3 1248	Q3 1247	Q3 1246	Q3 1245	Q3 1244	Q3 1243	Q3 1242	Q3 1241	Q3 1240	Q3 1239	Q3 1238	Q3 1237	Q3 1236	Q3 1235	Q3 1234	Q3 1233	Q3 1232	Q3 1231	Q3 1230	Q3 1229	Q3 1228	Q3 1227	Q3 1226	Q3 1225	Q3 1224	Q3 1223	Q3 1222	Q3 1221	Q3 1220	Q3 1219	Q3 1218	Q3 1217	Q3 1216	Q3 1215	Q3 1214	Q3 1213	Q3 1212	Q3 1211	Q3 1210	Q3 1209	Q3 1208	Q3 1207	Q3 1206	Q3 1205	Q3 1204	Q3 1203	Q3 1202	Q3 1201	Q3 1200	Q3 1199	Q3 1198	Q3 1197	Q3 1196	Q3 1195	Q3 1194	Q3 1193	Q3 1192	Q3 1191	Q3 1190	Q3 1189	Q3 1188	Q3 1187	Q3 1186	Q3 1185	Q3 1184	Q3 1183	Q3 1182	Q3 1181	Q3 1180	Q3 1179	Q3 1178	Q3 1177	Q3 1176	Q3 1175	Q3 1174	Q3 1173	Q3 1172	Q3 1171	Q3 1170	Q3 1169	Q3 1168	Q3 1167	Q3 1166	Q3 1165	Q3 1164	Q3 1163	Q3 1162	Q3 1161	Q3 1160	Q3 1159	Q3 1158	Q3 1157	Q3 1156	Q3 1155	Q3 1154	Q3 1153	Q3 1152	Q3 1151	Q3 1150	Q3 1149	Q3 1148	Q3 1147	Q3 1146	Q3 1145	Q3 1144	Q3 1143	Q3 1142	Q3 1141	Q3 1140	Q3 1139	Q3 1138	Q3 1137	Q3 1136	Q3 1135	Q3 1134	Q3 1133	Q3 1132	Q3 1131	Q3 1130	Q3 1129	Q3 1128	Q3 1127	Q3 1126	Q3 1125	Q3 1124	Q3 1123	Q3 1122	Q3 1121	Q3 1120	Q3 1119	Q3 1118	Q3 1117	Q3 1116	Q3 1115	Q3 1114	Q3 1113	Q3 1112	Q3 1111	Q3 1110	Q3 1109	Q3 1108	Q3 1107	Q3 1106	Q3 1105	Q3 1104	Q3 1103	Q3 1102	Q3 1101	Q3 1100	Q3 1099	Q3 1098	Q3 1097	Q3 1096	Q3 1095	Q3 1094	Q3 1093	Q3 1092	Q3 1091	Q3 1090	Q3 1089	Q3 1088	Q3 1087	Q3 1086	Q3 1085	Q3 1084	Q3 1083	Q3 1082	Q3 1081	Q3 1080	Q3 1079	Q3 1078	Q3 1077	Q3 1076	Q3 1075	Q3 1074	Q3 1073	Q3 1072	Q3 1071	Q3 1070	Q3 1069	Q3 1068	Q3 1067	Q3 1066	Q3 1065	Q3 1064	Q3 1063	Q3 1062	Q3 1061	Q3 1060	Q3 1059	Q3 1058	Q3 1057	Q3 1056	Q3 1055	Q3 1054	Q3 1053	Q3 1052	Q3 1051	Q3 1050	Q3 1049	Q3 1048	Q3 1047	Q3 1046	Q3 1045	Q3 1044	Q3 1043	Q3 1042	Q3 1041	Q3 1040	Q3 1039	Q3 1038	Q3 1037	Q3 1036	Q3 1035	Q3 1034	Q3 1033	Q3 1032	Q3 1031	Q3 1030	Q3 1029	Q3 1028	Q3 1027	Q3 1026	Q3 1025	Q3 1024	Q3 1023	Q3 1022	Q3 1021	Q3 1020	Q3 1019	Q3 1018	Q3 1017	Q3 1016	Q3 1015	Q3 1014	Q3 1013	Q3 1012	Q3 1011	Q3 1010	Q3 1009	Q3 1008	Q3 1007	Q3 1006	Q3 1005	Q3 1004	Q3 1003	Q3 1002	Q3 1001	Q3 1000	Q3 999	Q3 998	Q3 997	Q3 996	Q3 995	Q3 994	Q3 993	Q3 992	Q3 991	Q3 990	Q3 989	Q3 988	Q3 987
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The UCFR contains the essential information that Commanders and First Sergeants need to be aware of. Just because the data on the UCFR is accurate, it doesn't mean the Soldier's pay is 100% correct. However, by carefully reviewing the data on the UCFR, both minor and major pay problems can be identified and corrected. If you take the time to carefully review your unit's UCFR on a monthly basis, it will undoubtedly pay you dividends in the future.

UCFR

Consult the following pages for Information on Specific Areas:

Pages 8-13 provide a step by step guide to reviewing your UCFR by providing detailed information on each column of the report.

Page 14 gives you information on submitting your UCFR to finance.

Page 15 gives examples on required supporting documents to support the pay changes you annotate. **(SOME CHANGES DON'T REQUIRE SUBSTANTIATING DOCUMENTS.)**

Page 16 lists some common UCFR problems that you may find useful.

The local finance office will code the transactions annotated directly on the UCFR and will input transactions from the information you provide on the UCFR cover sheet. Page 15 lists what type of transactions require supporting documentation and which ones do not. Consult this list carefully when making your annotations to ensure that finance can take action. **Please do not forget to attach all necessary supporting documents.**

Most “Stop” requests on entitlements do not require supporting documents (FSA, HFP, FDP, etc).

UCFR Review Procedures (Continued)

Most Important Data Items:

BAH:	Should Soldier be receiving BAH and is it the correct rate?
BAS:	What type of Separate Rations should the Soldier be receiving STD, OFF, or RNA?
OHA:	Should Soldier be receiving OHA and is it the correct rate?
COLA:	Is the Soldier receiving the proper rate of COLA?
Leave:	Does the Soldier have the correct # of days, will they have Use or Lose leave?
Incentive Pay:	Is the soldier authorized to receive incentive pay?
C/M Art 15:	Does the soldier have a pending UCMJ action?
Bal Due US:	Does soldier have outstanding debt such as DD 362 (Statement of Charges) or Report of Survey?

References:

DoDFMR Volume 7A <http://www.dod.mil/comptroller/fmr/07a/>
AR 600-8-6 http://www.usapa.army.mil/pdffiles/r600_8_6.pdf
MILPER Message #03-1 <http://perscomnd04.army.mil/MILPERmsgs.nsf>

UCFR - Step By Step

This section should be used as a reference guide by all Commanders and First Sergeant's when reviewing the UCFR. If you follow these steps thoroughly for each Soldier listed, you will get the most out of your UCFR.

This is a sample UCFR and an explanation of what each column contains:

ADSN: ****				DATE: *****				PAGE: 001							
Privacy Notice - This report may contain data regulated by the privacy act of 1974 (Public Law 93-579). Adequate safeguards must be applied to the handling and use of such information															
Unit Commander's Financial Report. UIC:*****															
GR	Name	SSAN	STATUS	NET PAY	ALMTS	BAH	BAS	PAY OPT	LV Bal	BAL DUE US	INCEN PAY	ETS	OHA	COLA	C/M ART 15
E5	BROWN FREDE	123456789	ON STATION	759.18	86.00	QTR	STD	CHEK	29.5		YES	070808		WD2	
O1	CAMPBELL DE	987654321	ON STATION	1,034.56	336.00	W/D	OFF	CHEK	15.5				1	WD3	
E4	DAVIS JULIA	192837465	ON STATION	733.04	57.16	QTR	STD	CHEK	16.5	175.03		050503		WD1	
E4	GARCIA FRAN	918273645	ON STATION	897.85	507.50	REB	STD	CHEK	28.5	861.00		060424		B/C	
O6	HILL GREG	123459876	ON STATION	4524.87 EM	60.00	QTR	OFF	CHEK	75.5					WD3	
E2	JONES TIMOT	987651234	ON STATION	418.15	199.00	REB	STD	CHEK	0.5			070701		B/C	
E8	MILLER CYNT	546372819	ON STATION	1,005.68	208.21	W/O	STD	CHEK	36.0			080229	0	W/O	
O3E	PHILLIPS TR	564738291	ON STATION	1,551.70	400.00	QTR	OFF	CHEK	23.5	678.80				WD1	
W2	SMITH JOSEP	123456789	ON STATION	2,101.23	102.00	QTR	OFF	CHEK	10.0					WD2	
E3	THOMPSON MI	123456789	ON STATION	610.22	34.50	REB	STD	CHEK	12.5			070331		B/C	
↑	↑	↑	↑	↑	↑	↑	↑	↑	↑	↑	↑	↑	↑	↑	↑
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

- | | | |
|----|-----------------------------------|---|
| 1 | Grade | Two letter grade designation |
| 2 | Name | Last Name - Space - First Name (Field contains only 11 characters) |
| 3 | Social Security Number | Full Social Security Number |
| 4 | Status | Member duty status, ON STATION, SUSPENDED STATUS, AWOL |
| 5 | Net Pay | Amount of pay for the current month |
| 6 | Allotments | Total amount of all allotments disbursed for the current month |
| 7 | Basic Allowance for Housing | The type of housing allowance the Soldier is receiving, if any |
| 8 | Basic Allowance for Subsistence | The type of subsistence allowance the Soldier is receiving. |
| 9 | Pay Option | Shows the Pay Option the Soldier has elected |
| 10 | Leave Balance | The Soldier's current leave balance as of the last day of the current month |
| 11 | Balance Due US | Amount owed or indebtedness at the end of month |
| 12 | Incentive Pay | If "YES", Soldier was paid this entitlement for current month |
| 13 | Expired Term of Service | The Soldier's ETS date, Warrant and Commissioned Officers will be blank |
| 14 | Overseas Housing Allowance | 1 for With Dependand OHA, 0 For Without Dependand OHA |
| 15 | Cost of Overseas Living Allowance | Displays type of COLA paid to Soldier, if any |
| 16 | Court Martial / Article 15 | Collection for a Court Martial or Article 15 |

UCFR - Step By Step (Continued)

Utilize the following sample UCFR when referring the the Step By Step instructions:

ADSN: ****				DATE: *****				PAGE: 001							
Privacy Notice - This report may contain data regulated by the privacy act of 1974 (Public Law 93-579). Adequate safeguards must be applied to the handling and use of such information															
Unit Commander's Financial Report. UIC:*****															
GR	Name	SSAN	STATUS	NET PAY	ALMTS	BAQ	BAS	PAY OPT	LV Bal	BAL DUE US	INCEN PAY	ETS	OHA	COLA	C/M ART 15
E5	BROWN FREDE	123456789	ON STATION	759.18	86.00	QTR	STD	CHEK	29.5		YES	070808		WD2	
O1	CAMPBELL DE	987654321	ON STATION	1,034.56	336.00	W/D	OFF	CHEK	15.5				1	WD3	
E4	DAVIS JULIA	192837465	ON STATION	733.04	57.16	QTR	STD	CHEK	16.5	175.03		050503		WD1	
E4	GARCIA FRAN	918273645	ON STATION	897.85	507.50	REB	STD	CHEK	28.5	861.00		060424		B/C	
O6	HILL GREG	123459876	ON STATION	4524.87 EM	60.00	QTR	OFF	CHEK	75.5					WD3	
E2	JONES TIMOT	987651234	ON STATION	418.15	199.00	REB	STD	CHEK	0.5			070701		B/C	
E8	MILLER CYNT	546372819	ON STATION	1,005.68	208.21	W/O	STD	CHEK	36.0			080229	0	W/O	
O3E	PHILLIPS TR	564738291	ON STATION	1,551.70	400.00	QTR	OFF	CHEK	23.5	678.80				WD1	
W2	SMITH JOSEP	123456789	ON STATION	2,101.23	102.00	QTR	OFF	CHEK	10.0					WD2	
E3	THOMPSON MI	123456789	ON STATION	610.22	34.50	REB	STD	CHEK	12.5			070331		B/C	

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- Grade:** This column shows the grade of the Soldier as listed in the finance system as of the end-of-month cutoff for the current month. If this grade is incorrect, you should pursue corrective action through the personnel system. You may submit a copy of the Soldier's promotion order attached to the UCFR as the local finance office can input some promotions but there are some promotions finance cannot input.
- Name:** This column displays the Soldier's last name followed by one blank space followed by the Soldier's first name. The field only contains 11 characters so only the first 11 characters of the name are shown. If either the last or first name shown is incorrect, then you should submit a DA Form 4187 to finance so that the system can be updated.
- SSAN:** This column displays the Soldier's full 9 digit Social Security Number (abbreviated SSAN or SSN). If the SSAN is incorrect, then submit a DA Form 4187 to finance so that the system can be updated.
- Status:** Member's duty status- If the soldier is present for duty this column will read ON STATION, Also could be the following: SUSPENDED STATUS, AWOL, DESERTER, LEAVE, CONF PARTIAL, or AFTER CRT MARTIAL

NOTE: Please ensure to double check all items that are highlighted in Red and Underlined!!

UCFR - Step By Step (Continued)

Utilize the following sample UCFR when referring the the Step By Step instructions:

ADSN: ****				DATE: *****				PAGE: 001							
Privacy Notice - This report may contain data regulated by the privacy act of 1974 (Public Law 93-579). Adequate safeguards must be applied to the handling and use of such information															
Unit Commander's Financial Report. UIC:*****															
GR	Name	SSAN	STATUS	NET PAY	AIMTS	BAH	BAS	PAY OPT	LV Bal	BAL DUE US	INCEN PAY	ETS	OHA	COLA	C/M ART 15
E5	BROWN FREDE	123456789	ON STATION	759.18	86.00	QTR	STD	CHEK	29.5		YES	070808		WD2	
O1	CAMPBELL DE	987654321	ON STATION	1,034.56	336.00	W/D	OFF	CHEK	15.5				1	WD3	
E4	DAVIS JULIA	192837465	ON STATION	733.04	57.16	QTR	STD	CHEK	16.5	175.03		050503		WD1	
E4	GARCIA FRAN	918273645	ON STATION	897.85	507.50	REB	STD	CHEK	28.5	861.00		060424		B/C	
O6	HILL GREG	123459876	ON STATION	4524.87 EM	60.00	QTR	OFF	CHEK	75.5					WD3	
E2	JONES TIMOT	987651234	ON STATION	418.15	199.00	REB	STD	CHEK	0.5			070701		B/C	
E8	MILLER CYNT	546372819	ON STATION	1,005.68	208.21	W/O	STD	CHEK	36.0			080229	0	W/O	
O3E	PHILLIPS TR	564738291	ON STATION	1,551.70	400.00	QTR	OFF	CHEK	23.5	678.80				WD1	
W2	SMITH JOSEF	123456789	ON STATION	2,101.23	102.00	QTR	OFF	CHEK	10.0					WD2	
E3	THOMPSON MI	123456789	ON STATION	610.22	34.50	REB	STD	CHEK	12.5			070331		B/C	

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5. **Net Pay:** This column displays the amount of money the Soldier received as net pay for the current month. This amount is never in and of itself wrong. However, it may be more or less than expected due to either valid or in-valid input into the finance system.
6. **Allotments:** This column shows the total dollar amount of allotments the Soldier had for the current month.
7. **BAH:** This column displays the type of Basic Allowance for Housing (BAH), the Soldier is currently receiving. The only entries you will see in this column are "QTR", "REB", "W/O", "W/D", or "DIF". "QTR" indicates the Soldier is in family type government quarters. "REB" stands for "Rebate" and indicates that that the Soldier lives in the barracks, BOQ, or BEQ and is only drawing a Partial BAH (Rebate). "W/O" means the Soldier is off-post, but has no dependents. "W/D" means the Soldier is off-post and has dependents (or could possibly be living in barracks with dependents elsewhere). "DIF" is an abbreviation for BAH Difference. Soldiers receiving "DIF" are typically living in the barracks and having to pay child support but are not otherwise entitled to any form of BAH. If unsure, check the status of each of your Soldiers to ensure they are receiving the correct type of BAH.
8. **BAS:** Basic Allowance for Subsistence (BAS), shows the type of ration allowance the Soldier is receiving. Possible types are "STD", "OFF", and "RNA". All officers and warrant officers automatically receive BAS so it should always state "OFF" for them. All enlisted Soldiers will state "STD" unless they are drawing Rations in Kind Not Available. Submit the DA Form 4187 approving Separate Rations if it does not. "RNA" stands for Rations Not Available and can only be authorized if a Dining Facility is not available.

UCFR - Step By Step (Continued)

Utilize the following sample UCFR when referring the the Step By Step instructions:

ADSN: ****		DATE: *****		PAGE: 001											
Privacy Notice - This report may contain data regulated by the privacy act of 1974 (Public Law 93-579). Adequate safeguards must be applied to the handling and use of such information															
Unit Commander's Financial Report. UIC:*****															
GR	Name	SSAN	STATUS	NET PAY	ALMTS	BAH	BAS	PAY OPT	LV Bal	BAL DUE US	INCEN PAY	ETS	OHA	COLA	C/M ART 15
E5	BROWN FREDE	123456789	ON STATION	759.18	86.00	QTR	STD	CHEK	29.5		YES	070808		WD2	
O1	CAMPBELL DE	987654321	ON STATION	1,034.56	336.00	W/D	OFF	CHEK	15.5				1	WD3	
E4	DAVIS JULIA	192837465	ON STATION	733.04	57.16	QTR	STD	CHEK	16.5	175.03		050503		WD1	
E4	GARCIA FRAN	918273645	ON STATION	897.85	507.50	REB	STD	CHEK	28.5	861.00		060424		B/C	
O6	HILL GREG	123459876	ON STATION	4524.87	EM 60.00	QTR	OFF	CHEK	75.5					WD3	
E2	JONES TIMOT	987651234	ON STATION	418.15	199.00	REB	STD	CHEK	0.5			070701		B/C	
E8	MILLER CYNT	546372819	ON STATION	1,005.68	208.21	W/O	STD	CHEK	36.0			080229	0	W/O	
O3E	PHILLIPS TR	564738291	ON STATION	1,551.70	400.00	QTR	OFF	CHEK	23.5	678.80				WD1	
W2	SMITH JOSEP	123456789	ON STATION	2,101.23	102.00	QTR	OFF	CHEK	10.0					WD2	
E3	THOMPSON MI	123456789	ON STATION	610.22	34.50	REB	STD	CHEK	12.5			070331		B/C	

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9. Pay Option:

This column should state "CHEK" for all Soldiers which means that the Soldier's pay is being direct-deposited into a bank account. If it does not state "CHEK", then the Soldier should submit an SF Form 1199 to designate a bank account for direct deposit.

10. Leave Balance:

Leave Balance shows how many leave days the Soldier currently has accumulated as of the end of month. Please keep in mind that recent leave transactions may not have posted to the Soldiers account yet. If you believe a Soldier's leave is incorrect, submit a pay inquiry with pertinent information and relevant DA Form 31's attached so that we can review the Soldier's leave balance.

11. Balance Due US:

Amount owed on any open debts.

12. Incentive Pay:

YES = Member is drawing incentive pay

13. ETS:

This column will reflect every Soldier's ETS date unless they are a Commissioned or Warrant Officer.

UCFR - Step By Step (Continued)

Utilize the following sample UCFR when referring the the Step By Step instructions:

ADSN: ****				DATE: *****				PAGE: 001							
Privacy Notice - This report may contain data regulated by the privacy act of 1974 (Public Law 93-579). Adequate safeguards must be applied to the handling and use of such information															
Unit Commander's Financial Report. UIC:*****															
C/M															
GR	Name	SSAN	STATUS	NET PAY	AIMTS	BAH	BAS	PAY OPT	LV Bal	BAL DUE US	INCEN PAY	ETS	OHA	COLA	ART 15
E5	BROWN FREDE	123456789	ON STATION	759.18	86.00	QTR	STD	CHEK	29.5		YES	070808		WD2	
O1	CAMPBELL DE	987654321	ON STATION	1,034.56	336.00	W/D	OFF	CHEK	15.5				1	WD3	
E4	DAVIS JULIA	192837465	ON STATION	733.04	57.16	QTR	STD	CHEK	16.5	175.03		050503		WD1	
E4	GARCIA FRAN	918273645	ON STATION	897.85	507.50	REB	STD	CHEK	28.5	861.00		060424		B/C	
O6	HILL GREG	123459876	ON STATION	4524.87 EM	60.00	QTR	OFF	CHEK	75.5					WD3	
E2	JONES TIMOT	987651234	ON STATION	418.15	199.00	REB	STD	CHEK	0.5			070701		B/C	
E8	MILLER CYNT	546372819	ON STATION	1,005.68	208.21	W/O	STD	CHEK	36.0			080229	0	W/O	
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W2	SMITH JOSEP	123456789	ON STATION	2,101.23	102.00	QTR	OFF	CHEK	10.0					WD2	
E3	THOMPSON MI	123456789	ON STATION	610.22	34.50	REB	STD	CHEK	12.5			070331		B/C	


 14 15 16

14. **OHA:** This column shows if Overseas Housing Allowance (OHA) was paid during the current month and at what rate. OHA has only two categories: with dependents and without dependents. The exact amount the Soldier receives depends upon grade, the Euro rate, the rent amount and utilities. If the soldier is receiving without dependent OHA this column will read W/O. If the soldier is receiving with dependent OHA, then this column will read WD# with the number being the # of people sharing rent, if there is no entitlement then this will be blank.
15. **COLA:** This column shows the rate at which the Soldier was paid his/her Cost of Living Allowance (COLA). The possible rates are B/C (Barracks COLA), W/O (Without Dependents), WD1, WD2, WD3, WD4, and WD5 (With Dependents 1-5). WD5 is the max rate. COLA should be paid based on the number of command-sponsored dependents and fluctuates based on the Euro rate. All Soldiers living in the barracks should receive "B/C", or "W/O" if they are living in the barracks and on Separate Rations.
16. **Court Martial / Art 15 :** Amount remaining on forfeitures due to Court Martial or Article 15.

UCFR Turn-in Procedures

The UCFR must be certified by the unit commander. The following statement must be typed directly onto the UCFR (either on the bottom or on the back of the last page of the UCFR) above the commander's signature block:

I certify that I have reviewed the accountability and duty status of the personnel contained on the UCFR, and they are assigned or attached to my unit. To the best of my knowledge this information is correct or has been corrected with this report.

If anyone other than the company commander signs the UCFR, assumption of command orders for that person must be attached to the UCFR.

The company commanders should return the UCFR to the PSC (or S1) who then submits it to finance. Remember that the UCFR is due by the 10th of every month; please submit it to the PSC in ample time for them to give it to finance by the suspense date. We recommend that you utilize a TL when transferring the UCFR document to the finance office.

Maintain your original UCFRs in your file. You may request old copies of UCFRs from finance for any reason, but we only maintain current month plus 12 months.

Failure to Turn-in UCFR

If you do not turn in a UCFR, a request will be sent to you requesting information on why a UCFR was not submitted as Army Regulations dictate. Follow-up requests will continue until a UCFR is received. If you foresee missing the suspense of the 10th of the month, then simply notify the finance POC and it will be noted in your record and your UCFR will be expected a few days later than usual. UCFR receipt will be vigorously pursued since it is the Soldier who receives and deserves the benefit of perseverance.

Should repeated requests for a UCFR go unanswered, then the request will be forwarded to the next higher command echelon for resolution.

Supporting Documents

The primary purpose of reviewing the UCFR is to correct errors that are discovered. In order for finance to input the corrective actions you annotate on your UCFR, it is oftentimes necessary that you submit a supporting document to back up your annotation. These documents are kept on file in finance for years so that any transaction that is questioned can be researched. If a backup document is present in the files, it is very easy to determine why that transaction was input.

However, **not all requested actions require a supporting document.** It is not our intent to make the UCFR certification a difficult process. Since the commander signs the certification after making his annotations and requested changes, the entire document acts as a memorandum of authorization to make the requested changes. Utilize the table below to determine whether you need to submit a separate supporting document or not.

Here is a table with some examples of what requires supporting documents and what does not:

<u>UCFR Column</u>	<u>Pay Problem</u>	<u>Supporting Document Required</u>
Grade	Wrong Grade	Signed DA Form 4187, DA orders, or DA 78-R
Pay Option	Change of	Signed SF 1199 and DA 3685-R
Allotments	Start, Stop, Change	Signed DD 2558 with effective date
BAH	Start, Stop, Change	Signed DA 5960 (with marriage certificate)
BAS	Start Separate Rations	DA Form 4187 initiating BAS signed by O4+
BAS	Stop Separate Rations	None (annotate UCFR)
Leave	(Any Type)	Fully Completed DA Form 31
ETS	(Any Type)	Reenlistment or Extension paperwork
FSA	Start	Signed DA 1561, orders/DD1610, paid travel voucher
FSA	Stop	None (annotate UCFR)
FDP	Start	Paid Travel Voucher / Orders / DD 1610
FDP	Stop	None (annotate UCFR)
HFP	Start	Paid Travel Voucher / Orders / DD 1610
HFP	Stop	None (annotate UCFR)
OHA	Start	Signed DD 2367 and DA 5960
COLA	Change	Signed DA Form 4187 requesting COLA rate change
IPAY	Start	Orders
IPAY	Stop	Orders

Common UCFR Problems

Many problems are fairly routine and can be spotted quite easily upon conducting a thorough review of your UCFR. After doing your review a few months, you will quickly learn to spot inconsistencies and other indicators that may point to possible problems.

Here is a short list of potential problems you should be looking for:

<u>Situation</u>	<u>Check (or Action)</u>
Soldier not on UCFR	Annotate on UCFR Cover Sheet
Soldier listed on UCFR but no longer in unit	Annotate with PCS, SEP, or RET and date or NIU for never in unit
Soldier living in barracks (not on Separate Rations)	Should be receiving "B/C" COLA
Soldier living in barracks (on Separate Rations)	Should be receiving "W/O" COLA
Soldier receiving BAH but not OHA	Complete & Sign DD 2367 approved by housing
Soldier receiving BAH at the wrong rate	Complete & Sign DD 5960 with lease
Soldier living in barracks	BAH should be "REB"
Leave is -10.0 or less	RED FLAG!! Approve leave with Caution
Leave is greater than 60 days	Has all leave been processed?
# of Dependents Should be consistent	BAH, OHA, COLA
ETS Date past	Submit Reenlistment or Extension

The examples listed above are not comprehensive. Also, the military pay regulations are quite complex and there are exceptions to many rules - especially in the area of BAH and FSA. This guide is an attempt to enlighten you as to normal or frequent situations and circumstances. If during the course of your review, you encounter a set of circumstances not covered in this guide and you need an explanation, please call the finance office for an interpretation or additional information.